



Container Terminal & Empty Container Park/Depot Operating Hours

Revised: 9 August 2010

STANDARD HOURS OF OPERATION

Receiving and Delivery of Full Containers and Empty Containers

Monday to Friday	0700 to 1800 hours 1800 to 2300 hours	Full service Late Receival/ Delivery Service Only
Saturday	31/7/10 – 26/09/10: Closed	

HIGH SEASON HOURS

Effective Monday 1st March 2010 to Friday 28th May 2010 (Subject to change based on possible volume fluctuation)

Monday to Friday	0700 to 1900 hours 1900 to 2300 hours	Full service Late Receival/ Delivery Service Only
Saturday	0700 hours to 1400 hours	Full service

No Late Receival/Delivery Service on Saturday.

Services between 2300 hours and 0700 hours will not be offered at this stage as demand does not warrant the service being offered. This however is under constant review.

1. Arrange Late Receival – New Procedure Effective 8 March 2010

- Contact Andrew Locke, Business Development Manager, Ph: (06) 833 4437 or email andrewl@portofnapier.co.nz.

2. Complete Late Truck Paperwork Prior to Cut Off

CARTERS NOTE TO BE EMAILED TO latetrucks@portofnapier.co.nz (or fax to (06) 833 4421 if unable to email) BY THE FOLLOWING DEADLINES		
INFORMATION CUT OFF	STANDARD HOURS	HIGH SEASON
- Delivery of a full container only (no backload)	<1730 week days	<1730 week days
- Delivery of full container with backload of Empty	<1700 week days	<1700 week days

3. Advise Container Terminal – Full Export

- Transport operator must copy and paste the following form into an email message:-

Truck registration number:	
ETA of the truck:	
Truck cellphone number:	
Dispatch cellphone number:	
Empty release number:	

- Fill in the above information required and attach the completed Carters Note to the email. Send to latetrucks@portofnapier.co.nz
- Subject line on email to include the container number i.e.
 - Late Truck Receiving: ABCD1234567
- Follow up with a telephone call to the Terminal Logistics, Ph: (06) 8334416.

4. Advise Empty Container Park/Depot – Empty Backload

- If empty containers are required to be back-loaded, the empty release number must be clearly typed onto the above form and emailed to latetrucks@portofnapier.co.nz.
- Empty containers will only be back-loaded to trucks that deliver full containers after hours, providing they have been pre-advised with a late receiving.
- If the Empty Container Park/Depot does not hold the release, there will be no ability to supply that container. Transport operators are reminded to check releases on the Port of Napier website:
www.portofnapier.biz/TruckRelease/Release.asp.

Statutory Holiday Closures (2010 / 2011)

The Port advises that no Receiving & Delivery or Depot services will be provided on the following days:

Easter Friday	Friday, 2 April 2010 (may change subject to seasonal demand)
Easter Monday	Monday, 5 April 2010 (may change subject to seasonal demand)
Anzac Day	Sunday, 25 April 2010
Queens' Birthday	Monday, 7 June 2010
HB Anniversary	Friday, 22 October 2010
Labour Day	Monday, 25 October 2010
Christmas Day	Saturday, 25 December 2010
Boxing Day (Actual)	Sunday, 26 December 2010
Christmas Day (Observed)	Monday, 27 December 2010
Boxing Day (Observed)	Tuesday, 28 December 2010
New Year Day	Saturday, 1 January 2011
New Year (Observed)	Monday, 3 January 2011
Day After New Year Day	Tuesday, 4 January 2011
Waitangi Day	Saturday, 6 February 2011